For Summer 2020, ***Graduate RA/TA forms are due on 05/01/2020 for uninterrupted pay***.   All other hourly graduate and undergraduate student forms are due on or before the student’s start date.

**Undergraduate Employment Authorizations** for students being paid out of departmental funds can be found at <https://www.mines.edu/human-resources/forms/>

**Graduate RA, TA and Hourly Excel Spreadsheets** are in two parts – Excel spreadsheet and signed pdf. Graduate Contracts can be found at the following link: <https://www.mines.edu/graduate-studies/graduate-contracts/>

**Special Notes**

* Effective 1/1/2020 MINIMUM WAGE will be $12.00/hour for all employees.
* Effective 11/2019 student contracts, revisions, and terminations should be submitted to MAPS through Team Dynamix. Please use <https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceCatalog?CategoryID=13779>
* Please note that Mines is experiencing significant delays in background check processing due to the COVID-19 crisis. Backgrounds Checks are a condition of employment for the students below**.  A Background Check MUST be completed BEFORE employment begins**!  Backgrounds can be entered online at the following new link: <https://thecube.infocubic.com/cgi-bin/pub/unsolicited_portal?guid=bFODtrbPH9vCBMCyFM00zucO36NbpLGH#select_products>
* All new hire Graduate Students **(working for the first time on the Mines campus or graduating as an undergraduate and becoming a new graduate).** All new hire Undergraduate Students employed in Athletics Camps, Bursar’s/Cashier’s Office, Career Center, Controller’s Office, HR, Legal Services, Payroll, Public Safety, Registrar, Residence Life, Museum, America Reads, employment that involves operating a motor vehicle, or working with minors.
* If a student has never worked on the Mines campus, they will need to complete a “Student Employment Packet”.  Packets can be accessed on-line at <https://www.mines.edu/human-resources/new-employee-information/>. **We must receive this packet BEFORE the student starts employment.**
* Please note that due to the COVID-19 crisis Mines is accepting student new hire paperwork securely through Team Dynamix (link below) - Employment Verification Request. <https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=41803>
* In lieu of orange sheet, MAPS will send an email to the department when packet is complete.